State of Nevada Technical Standards Committee (TSC)

Meeting Minutes

Meeting Name: State Technical Standards Committee
Recorder: Sherri McGee
Facilitator: Terry Savage/Dave McTeer
Date: May 25, 2006
Time: 10:00 AM – 11:30 AM
Location: IMS Video-Conference Room, 727 Fairview Drive, Suite E, Carson City, NV 89701

Attendees

Name	Agency	Telephone	E-Mail Address	X
Terry Savage: Chair	Dept of Information Technology	775.684.5801	tsavage@doit.nv.gov	
Dave McTeer: Co-Chair	Dept of Administration	775.684.8959	dmcteer@ifs.state.nv.us	X
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Shawn Curby	Dept of Information Technology	775.684.4319	scurby@doit.nv.gov	X
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Eric Dugger	Legislative Council Bureau	775.684.6810	edugger@lcb.state.nv.us	
Chris Finnegan	Dept of Information Technology	775.684.7348	cwfinnegan@doit.nv.gov	X
Joseph Gallegos	Attorney General	775.684.1128	jpgalleg@ag.state.nv.us	
Stan Gillie	Dept of Taxation	775.684.2112	sgillie@tax.state.nv.us	
Jack Harris	Dept of Information Technology	775.684.7379	jharris@doit.nv.gov	X
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Ted Hendricks	Public Works	775.684.4147	THENDRICKS@spwb.state.nv.us	
Ernie Hernandez	Health Div	775.684.5923	ehernandez@nvhd.state.nv.us	
Dana Hines	Library and Archives Division	775.684.3370	dlhines@clan.lib.nv.us	
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Chris Ipsen	Dept of Information Technology	775.684.4230	cipsen@nvhd.state.nv.us	X
Patricia Morse Jarman	Div of Consumer Affairs	702.486.9797	comishnr@fyiconsumer.org	
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Anthony Marcin	Office of the State Treasurer	775.684.5761	acmarcin@nevadatreasurer.gov	
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Sherri McGee	Dept of Information Technology	775.684.5856	smcgee@doit.nv.gov	X
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Rex Reed	Conservation & Natural Resources	775.687.3600	rexreed@dcnr.nv.gov	X
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Lani Smith	Secretary of State	775.684.4800	lssmith@sos.nv.gov	X
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Ray Watley	Dept of Motor Vehicles	775.684.4636	rwatley@dmv.state.nv.us	X

Guest Attendees

Name	Agency	Telephone	E-Mail Address	
Melissa Flanagan	Dept of Information Technology	775.684.7352	mflanagan@doit.nv.us	X
Alisanne Maffei	Dept of Information Technology	775.684.5855	awmaffei@doit.nv.gov	X
Jeff Milligan	Dept of Transportation	775.888.9735	jmilligan@dot.state.nv.us	X

DISCUSSION HIGHLIGHTS

1. **Introduction of New Member, Mike Heit**

2. **Approval of April 2006 Meeting Minutes:** Approved the March TSC minutes.

3. **Status Update for NITOC Approvals**:

   Email Standard – NITOC wanted the Financial Impact Statement before approving. Shawn Curby indicated that he had sent the Impact Statement to Maggie Thorne a couple months ago. Sherri McGee said she would check into this.

   Database Standard – The database standard and impact statement are complete and waiting for NITOC approval.

   Software Standard – The software standard and impact statement was approved by NITOC and is waiting for the final approval process by ITSPC.

   Desktop/Laptop Hardware Standard – The Desktop/Laptop Hardware standard and impact statement was approved by NITOC and is waiting for the final approval process by ITSPC.

4. **Sub-Committee Reports:**

   Server Hardware Standard – The Server Hardware sub-committee will be meeting next week. It was noted that purchasing has devised a small, medium and large server purchasing scheme.

   Storage Standard – Initial text for the storage standard was reviewed by the group for comment. It is projected that an initial draft of the Storage standard will be ready by the next meeting.

   Backup and Recovery Standard – The committee reviewed an initial draft of the Backup standard and provided feedback including data restorability and data criticality. Existing security standards and NRS were discussed and suggested that references be added to the standard.

   Content Management Standard – Sub-committee member not in attendance, no report.

   Computer Network Standard – Sub-committee members not in attendance, no report.

5. **Standards Selection:**

The committee reviewed the list of potential standards and decided not to prioritize the list. Instead, the committee picked the three potential standards that should be addressed fairly soon. New sub-committees were formed to address:

GIS: Chair – Rex Reed, Chris Ipsen; Jack Harris, NDOT
Internet Service Provider Hosting: Chair – Chris Finnegan, Shawn Curby, Mike Heit
Encryption: Chair – Lani Smith, Chris Ipsen, Todd DeVito, Ray Watley, Chris Finnegan

It was also determined that some of the potential standards need further definition; Voice Communications, Physical Security, and Licensing Systems. We will define these at the next meeting.

Decisions

#	Decision	Rationale	Date
1	It was agreed that notification of all committee activity would be sent to Nevada agency IT contacts for review and comment.	To generate interest and keep all agencies informed on TSC progress	07/28/05
2	New purchases must meet the new TSC standards once approved	To promote interoperability and cost savings for the State of Nevada	07/28/05
3	The draft TSC Charter was reviewed and accepted, with revisions.	To guide the committee on purpose and intent	07/28/05
4	The committee agreed that Legislative Budget Analyst, Tracy Raxter should attend the meetings.	To coordinate budget impacts	07/28/05
5	It was agreed to connect via video-conference with the Sawyer Building in Las Vegas for all future meetings.	To facilitate involvement with southern agencies	07/28/05
6	Committee agreed to let NERC write a Records/Document Management Systems Standard	To have a statewide standard in place to address a purchasing contract due to expire in 2006	08/25/05
7	The Committee developed sub-committees to address the first round of Standards development	Need to have focused groups to develop standards by the January time-frame for the upcoming budget process	08/25/05
8	The Committee will notify Boards and Commissions as part of the regular notifications to agencies of the TSC activities.	To enhance communication to all those that may be affected by State standards	08/25/05
9	The Committee agreed to extend the standards completion timeline	To allow time for review of standards by the TSC	11/16/05
10	The Committee approved the Email Standard	To send to NITOC for final approval	12/22/05
11	The Committee approved the Authentication Standard	To send to NITOC for final approval	12/22/05
12	The Committee approved the Hardware Standard	To send to NITOC for final approval	12/22/05

Action Items

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
1	07/28/05	E-mail the strategic goals and their priority to committee members.	Sherri McGee	Closed	08/25/05
2	07/28/05	Recruit Legislative Budget Analyst, Tracy Raxter, to the committee.	Sherri McGee	Closed	10/27/05

4	08/25/05	Develop the Database Standard	Dan Stockwell	Closed	05/08/06
5	08/25/05	Develop the Authentication/Biometrics Standard	Chuck Connor	Closed	01/30/06
6	08/25/05	Develop the Backup and Recovery Standard	Joe Gallegos	Open	
7	08/25/05	Develop the Storage Standard	Chris Ipsen	Open	
8	08/25/05	Develop the Email Standard	Terry Savage	Closed	04/12/06
9	08/25/05	Update the Computer Networking Standard	Jon Mathews	Open	
10	08/25/05	Update the Software Standard	Tony Injayan	Closed	03/23/06
11	08/25/05	Update (develop) the PC Hardware Standard	Tony Injayan	Closed	03/23/06
12	08/25/05	Update (develop) the Server Hardware Standard	Tony Injayan	Closed	03/23/06
13	08/25/05	Develop Records/Document Systems Standard	Teri Mark	Open	
14	10/27/05	Develop Technical Standards Dictionary. This will be an agenda item for the next meeting.	Terry Savage	Closed	01/01/06
15	10/27/05	Sherri McGee will draft specifications on how to set standards.	Sherri McGee	Closed	11/16/05
16	11/16/05	Investigate why some (Policies, Standards and Procedures) PSPs deviate from the template and report back to the Committee on format issues.	Sherri McGee	Closed	11/21/05
17	11/16/05	Provide a definition for "agency" in the State of Nevada	Sherri McGee	Closed	11/21/05
18	11/16/05	Distribute information on Massachusetts ODF Standard	Sherri McGee	Closed	11/21/05
19	11/16/05	Get update from Chris Ipsen on Storage standard progress	Sherri McGee	Closed	11/21/05
20	12/22/05	Sherri McGee will distribute the ITSPC Glossary to the committee	Sherri McGee	Closed	01/10/05
21	12/22/05	Get Security approval for changes to the Backup standard	Sherri McGee	Closed	01/30/06
22	03/23/06	Committee to be formed to address Financial Impact Statements	Terry Savage	Closed	03/10/06
23	05/25/06	Review the Internet Hosting Interim Standard as an official standard	Chris Finnegan	Open	
24	05/25/06	Develop the GIS Standard	Rex Reed	Open	
25	05/25/06	Develop the Encryption Standard	Lani Smith	Open	